

The Following Message was sent to the DOE Business Manager Listserv on May 1, 2009:

From: Flanagan, Kathy
Sent: Friday, May 01, 2009 1:07 PM
To: 'busmgr@list.education.state.vt.us'
Subject: DOE - DUNS & CCR

Hi All,

This is a follow-up to my message regarding your District and S.U. DUNS numbers and registration at Central Contractor Registration.

Please be sure to complete both tasks – you will not receive ARRA funds from the Department until you have appropriate DUNS numbers in place and have registered. Each legal entity needs to comply with this requirement. Although much of our ARRA funding will flow to S.U.s, there is some child nutrition equipment money that can be applied for, and the Education Spending Grants (which gets paid to School Districts) will contain a portion of ARRA funds.

Several people have asked about the CCR process. You will need the following information to register:

- DUNS number
- Tax Identification Number and Taxpayer name used in Federal tax matters
- Statistical information about your organization

They may also ask for EFT information (electronic funds transfer) – we are unclear whether you would actually have to submit this information as your payments will be coming from us and not the feds

You need to be very careful to use your “legal” name when completing the CCR – i.e., school districts are “XXX Town School District” – S.U.s are “XXX Supervisory Union”. Single-district SU’s will need to list their legal name – i.e., we believe Montpelier is Montpelier Public Schools, and Burlington is Burlington School Department.

We are determining the best collection method for this information – we will be looking for 1) your DUNS number and 2) your CCR registered name (again, this must be your legal name). We will likely be collecting this information in the next couple of weeks.

These Q&As might be helpful:

My organization has more than one DUNS number. How do I know which one to use?
Organizations may have multiple DUNS numbers because they are issued by D&B by physical location. For consistency, the State of Vermont is requiring all grants/contracts be issued to the primary DUNS number of the organization. Contact D&B to identify which DUNS number is the primary one. You should also be sure that the DUNS number you use on your grant/contract is the same as the DUNS number used during registration with CCR as described below.

What's CCR?

CCR is the federally run Central Contractor Registration database. It collects, validates, and disseminates information about organizations that do business with the federal government via contracts and grants. Although recipients of direct federal contracts and grant awards have been required to be registered with CCR since 2003, this requirement is now being extended to indirect recipients of federal funds with the passage of ARRA.

Who has to register with CCR?

All organizations who require a DUNS number as defined above, must also register with CCR before a grant/contract can be issued.

How do I register with CCR?

To register with CCR, go to <http://www.ccr.gov>, and click "Start New Registration" to begin. Your organization must first have a valid DUNS number and you must also know your organization's Federal Tax Identification Number (TIN). Be sure to use the primary DUNS number for your organization, which should be the same DUNS number used on the grant/contractual agreement as described above.

Registrations must be renewed at least every 12 months to remain valid.

Where can I find additional information?

Additional information about the DUNS number and registration with CCR can be found on the federal grants website www.grants.gov and at www.whitehouse.gov.

- DUNS number information: http://www.grants.gov/applicants/request_duns_number.jsp
- CCR information: http://www.grants.gov/applicants/register_ccr.jsp
- General information about DUNS number requirements:
http://www.whitehouse.gov/omb/grants/duns_num_guide.pdf